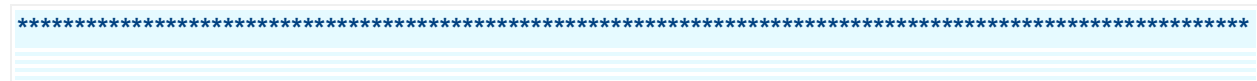


Department of Social and Health Services  
Community Services Division  
**Social Services Manual**

Revision: # 167  
Category: **ABD Applicant Referrals and the Social Services Intake**  
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### Summary

Added updated links to CSD Procedures for staff.



## ABD Applicant Referrals and the Social Services Intake

Revised on: ~~January 19, 2018~~ April 19, 2021

### ABD Applicant Referrals

~~1. Financial Services Staff (FSS)~~ Eligibility staff (PBS/WPS) determine financial eligibility for ABD cash applicants.

~~2.1.~~

a. FSS-PBS/WPS finalize applications for financially eligible applicants age 65 or older. (See CSD Procedures Handbook: Pending an Application or Eligibility Review)

~~3. FSS-Eligibility staff (PBS/WPS)~~ refer financially eligible applicants to the Disability Specialist (~~DS~~). (See CSD Procedures Handbook: Information and Referrals)

~~4.2.~~

- a. ~~FSS-PBS/WPS~~ complete a DSHS 14-084 (Social Service Referral) at the time each applicant has been determined financially eligible.

3. The Disability Specialist (DS) receives and responds to ABD referrals. *(See CSD Procedures Handbook: ABD Applicant Referrals and CSD Procedures Handbook: ABD Aged Referrals)*

- a. If an applicant is eligible for ABD based on non-SEP criteria ~~found-described~~ in ~~WAC 388-449-0001~~ Disability Determination- Non SEP Approvals, the DS approves ABD prior to completing a Social Services Intake.

~~5.4.~~ The DS reviews and follows any existing Equal Access (EA) Plan for each referred applicant.

## Social Services Intake

~~1.~~ The DS completes the Social Services Intake in ICMS. *(See CSD Procedures Handbook: Social Services Intake)*

~~2.1.~~

1. It is a best practice to complete a Social Services Intake for all ABD applicants however it is not required to determine program eligibility.
2. The DS does not deny an applicant based on the lack of a Social Services Intake.

~~3.2.~~ The DS creates a new EA Plan or updates an existing EA Plan for the applicant when needed. *(See Social Services EA-Z Manual: Equal Access and CSD Procedures Handbook: Equal Access)*

~~4.3.~~ The DS obtains a signed Interim Assistance Reimbursement Authorization (IARA) when the applicant has a current pending SSI application.

## Related Procedures (Staff Only)

- *Pending an Application or Eligibility Review*
- *Information and Referrals*
- *ABD Referrals*
- *ABD Aged Referrals*
- *Social Services ABD Intake*
- *Equal Access (Screening)*